

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 June 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 23, Week of 4 - 10 June 1957

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1. Numbers in Clerical Induction Training. During the week of 4 June there were [] people in Clerical Induction Training.

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2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 4 June 1957.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 4 June were as follows:

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	Tested	Qualified
Shorthand		
Typewriting		

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4. Special Tutorial Typewriting Given by Clerical Refresher. [] Chief, Clerical Refresher, and [] Instructor, Clerical Refresher, are instructing [] Intelligence Officers, in typewriting for $\frac{1}{2}$ hour a day from 5 June through 3 July 1957.

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5. Testing Program for Field Clerical Contract Employees. [] Chief, Testing Services Branch, [] EE Training Officer, and [] Chief, Clerical Training, met on 1 June 1957 to discuss a testing program for clerical contract employees at field stations.

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